

Law Enforcement/ Emergency Management Committee Minutes
May 14, 2019
(amended 6/19/19 per County Board)

The Law Enforcement/Emergency Management Committee meeting was held on May 14, 2019 in the Integrity Meeting Room, at the Kewaunee County Sheriff's Department.

Call to Order: John Mastalir called the meeting to order at 8:17 a.m.

Members Present: John Mastalir, Scott Jahnke, Charles Schmitt, Doug Doell, Joe Lukes, , EOC Director Tracy Nollenberg, Sheriff Joski, and Chief Deputy David Cornelius.

Approve Agenda: Motion to approve the agenda was made by Joe Lukes, second by Scott Jahnke. Motion carried

Approve Minutes: Motion to approve the minutes from April 9, 2019 by Scott Jahnke, 2nd made by Doug Doell. Motion carried.

Public Comment: No public comment.

Agenda:

Law Enforcement:

- a.) Review 2019 Budget to date: Sheriff Joski pointed out Recruiting & Screening expenditures are at 56.20% already, mainly due to a lot of recruiting going on the first quarter. We have one more person to "process" through, and the department will be fully staffed for the first time since he has been sheriff. Also, the Uniform Allowance is at 54.52%, which is because of the new hires needing new uniforms, equipment etc. This should level out after the third hire is trained. In the outlay expenditures, we are already at 90.30%. This is because we switched out the new squads for this year, and we also had to replace the "WatchGuard" (camera system in squads) on one of our other squads, which runs approximately \$5,000. This too should level out as soon as all of the squads are done. On the jail side, Medical Services is at 35.37%. This covers all of our Nurse services. Joski shared an invoice for an inmate we housed in March, which totaled over \$4,000 in medical bills for him alone. As a jail we have a statutory obligation to take care of these inmates, and we have no control of when we have these types of inmates. This particular inmate was very sickly, and we don't see him even being able to pay any part of this bill. Joski also pointed out the Board of Prisoners-Adult is "blowing through" their budget at 69.53% for out of county housing, and wanted the committee to be aware, there will be line item transfers for this later on.
- b.) Review of Overtime by Category: Chief Deputy Cornelius shared a Overtime Summary report showing the comparison/differences between 2017, 2018, and

up to date as of 5/13/19 for 2019. He pointed out the new schedules have helped considerably, and overtime pay is starting to stabilize. Cornelius stated once all three new hires are fully trained (should be by August), the overtime hours should go down even more. Charles Schmitt asked if Chief Deputy could put together a report with how much these decreases have saved monetarily, and also the difference between paying overtime and having the full-time employees in place. Cornelius will put that together for next month's meeting.

- c.) Review Monthly Jail Census: Sheriff Joski shared the Daily Inmate Population report for 2019 through 5/14/19. It is currently at 37.93, which remains around the 40 mark. Of that total, 5.65 are female inmates. Joski pointed out a graph in the Jail Study group booklet that was handed out the night before. It was interesting how the number of beds need was graphed out for a new facility. Joski shared the challenge will be how to share this data with the public to absorb, and how they will interpret this information.
- d.) Staffing Update: Justin Neumann, has been training, and doing very well. He comes from his former position as a Sergeant with St. Croix. Chelsea Broomhall, started her position about two weeks ago, and also doing well. Last evening Joski got the verbal okay to hire the third recruit, and we will be starting Logan Hermanns soon. Sheriff Joski foresees the department to be full staff by fall. Joski also reported lead cook Connie, stepped back from the lead position to spend more time with her family. We have hired Ken Hower, who is a certified law enforcement officer. He has taken over the lead cook position, and we look forward to possibly using his LE certification in the future. We have been notified of some FMLA issues that will happen in late 2019 and early 2020.
- e.) Update on Facility Improvement Study Committee: Sheriff Joski shared the formal report that was given out at the Jail Study Committee last evening. Joski will be sharing this report online this week on the department webpage. John Mastalir shared there were some very interesting action plans discussed at this meeting, and the committee was in agreement something has to be done, and eliminated the options of doing nothing, remodeling on the current site, amongst other options. He believes a referendum will be needed to exceed the current tax levy, but he is uncertain if this "will fly" with the public. Doug Doell was in attendance also last night, and agreed we need to keep all of the studies in order, and make this plan for the next generation. The next Study Committee meeting is scheduled for June 10, at 5:00 p.m. at the Human Services building. The committee is looking at doing a presentation to the County Board, along with jail tours prior to the June 18th County Board meeting.
- f.) 911 Upgrade grant opportunity (Possible recommendation to Finance Committee): Sheriff Joski stated the current 911 system in our jail is a Zetron, which is an analog system, and has come to the end of its life. We were notified recently by Bay Electronics they will no longer work/service on this unit. New 911 systems are all digital. The Department of Military Affairs recently applied for a Federal Grant to assist departments like ours to transition to digital 911. We were informed that once they get the monies from this grant, our

department will be at the top of the list to apply and receive monies. It is a 60/40 match grant, which means we would receive 60% and be responsible for covering the 40%. It is estimated we will need between \$150,000 and \$200,000 to update the two 911 positions in dispatch. We will be informed when these monies are available to apply for. Chairperson Mastalir requested Sheriff Joski to prepare a resolution to present to the Finance Committee in regards to this grant. Joski will put that together.

- g.) Review Personnel Policy regarding Holidays for Jailer/Dispatchers: Sheriff Joski asked the committee to review the Personnel Policy in regards to Holiday pay for Jailer/Dispatchers, particularly Easter Sunday. Easter is not considered a holiday in the personnel policy for the general employees in the county, which is where the jailer/dispatchers are included since Act 10, as it always falls on a Sunday, and the general employees are never at work on Sundays. Joski asked that since the jail always has to be staffed 24/7, which includes Easter Sunday, we pay those officers that are scheduled to work on that day holiday pay. This will be posted as an action item at next month's meeting.

Emergency Management:

- a.) Review 2019 Budget to date: There were no questions or concerns in regards to the budget to date.
- b.) NIMS Compliancy: Nothing changed since last month.
- c.) Status of review of municipal Emergency Management plans: Nollenberg will start doing these again in June after our FEMA evaluated drill is completed.
- d.) Review upcoming training/exercise events: The (out of order) Reception Center drill took place on May 1st, and all went well with FEMA. May 21st will be the EOC drill with FEMA, and the full EOC FEMA evaluated exercise will take place with Point Beach on June 11th. Nollenberg shared some points of interest from the Energy Transportation Tabletop Exercise she attended in April. They discussed the decommission of nuclear plants, and timeframes to ship the spent used fuel, and where and how and routes to where it will go. Also communications with the public and the planning of transport of the spent fuel. Currently the state pays fines every year to have the spent fuel remain on site. Nollenberg conducted tornado drills at all Kewaunee County buildings in April. Nollenberg also took part in a Damage Assessment Review at the end of April, on how we should be collecting information and data in an emergency. She also took part in early May in a Maritime Tabletop exercise, where it was discussed if a plume were to go out over the waters, how this would be handled, and who would be in charge. The Coast Guard would be mainly responsible. The Kewaunee County Clean Sweep occurred last Friday, on May 10th. It was at a new location this year. The numbers were down, and not sure if this is because it was on a Friday, or the new location. Had 45 people come through. We took in 876 pounds of agriculture pesticides/chemicals and 2904 pounds of household hazardous waste. Not included in those totals was 27.2 pounds of dry expired/unwanted prescriptions. A dozen fire extinguishers were collected free

of charge, along with 4 pounds of old ammunition, and a case filled with Sharps containers. Being held at this facility, 9 people were able to dispose of waste oil and anti-freeze at no charge. Twelve of 14 municipalities in the county had at least one resident attend the Clean Sweep, and about ¼ of them came from the City of Kewaunee. A number of participants inquired about light bulb and battery disposal.

- e.) Status of yearly review/update of Kewaunee County Emergency Operations Plan: Nollenberg has been notified Kewaunee County Emergency Operations Plan has been approved by FEMA.
- f.) Status of March 14, 2019, Spring Thaw: Nollenberg explained the City of Kewaunee was initially eligible for the Wisconsin Disaster Fund, in regards to the thaw, but were recently notified they no longer meet the criteria for funding.

Next Meeting Dates: The next meeting had already been set for 06/12/19 at the Emergency Management office at 8:15 a.m. A motion was made by Joe Lukes to set the date of the July meeting at the Sheriff's Office at 8:15 a.m. on 07/10/19. Second was made by Charles Schmitt. Motion carried.

Travel Requests: Sheriff Joski had no travel requests for the sheriff's department.

Tracy Nollenberg did not have any travel requests.

Chairperson's Comments: None.

Review Committee Duties: John Mastalier shared the printout of duties with the changes of the Law Enforcement & Emergency Management Committee to change in the future and become the Public Safety & Justice Committee. He pointed out the only change that needed to be made to this draft was the Membership should read "Four members, plus a Chairperson" appointed by the Board Chair. A motion was made by Doug Doell to approve the changes to this document, and a second was made by Joe Lukes. Motion carried.

Other Matters as Authorized by Law: None.

Adjourned: Doug Doell made the motion to adjourn, and it was seconded by Joe Lukes. Meeting adjourned at 9:49 a.m.

Minutes provided by:
Recording Secretary, Mary Berkovitz